



WILLIAMSON COUNTY

Community Development
1320 West Main St., Suite 400
Franklin, Tennessee 37064
615-790-5725
615-591-8531 Fax

STEPS IN OBTAINING A BUILDING PERMIT

1. **ZONING CERTIFICATE** - Completion of the Zoning Certificate form will identify the property's Zoning District and setback requirements, and will outline any additional requirements to be met prior to the issuance of the building permit. This form is issued by the Wmsn Co Planning Dept., Suite 400 (615-790-5725)
2. **SEPTIC PERMIT** - Present a copy of the completed Zoning Certificate to the Environmental Department (Sewage Disposal) for processing of the application for Septic Permit. Allow 10-14 working days for the field work and recommendation process to be completed. Environmental Dept., Suite 411 (615-790-5751)
3. **LAND DISTURBANCE PERMIT** - Contact Wmsn Co Engineering Dept., Suite 400 (790-5809)
No work shall be done prior to issuance of permit

4. **AFTER ISSUANCE OF THE SEPTIC PERMIT (or approval), SUBMIT THE FOLLOWING TO THE PLANNING DEPARTMENT:**

- * Two (2) complete sets of plans including:

SITE PLAN

All existing and proposed structures, buildings, etc.
Septic field or fields
Setbacks from property lines (found on Zoning Certificate)

ELEVATIONS

Front, rear and both sides
Roof pitch

FOUNDATION LAYOUT

Perimeter footing
Pier locations
Crawl space vents
Girder size
Floor joist size and spacing

FLOOR PLAN

Door and window location
Partitions
Ceiling joist and rafter size

FOOTING AND WALL SECTIONS

Type and size of footing
Stem wall - concrete or CMU Block
Capblock, pressure treated plate, termite plate or termite shield
Wall construction - studs, wall covering, roof, etc.

FRAMING DETAILS

Structural drawings are required, see details on back of this page. Contact Wmsn Co Bldg Codes for more information at 790-5718 between 8:00 - 9:00 am Mon - Fri

4. **COMPLETE THE FOLLOWING FORMS** (available at the Planning Dept)
 - * Application for Building Permit
 - * 1992 Code Model Energy Code Form (5,000 sq ft or above requires Energy Trade-off Worksheet)
 - * Erosion Control Checklist
5. **CONTRACTORS ONLY:** CERTIFICATE OF WORKER'S COMPENSATION INSURANCE
COPY OF CURRENT CONTRACTOR'S LICENSE

**** All submitted requests for Building Permits are reviewed for approval by Community Development staff on Tuesdays and Thursdays of each week. Upon completion of this review, if all information is approved, requests for permits are forwarded to the Building Codes Dept for processing. Please allow 3 - 5 working days for this process. You will be contacted by the Bldg Codes Dept to schedule an appointment for issuance of your permit.**

Requirements for building plan submittal

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Framing Details

1. **First Floor Structural Framing Plan** *site specific*

- a. Locate all load bearing walls
 - i. Designate non-stacking line loads from above
 1. (structural joist calculations to be included)
- b. Designate beam locations, sizes and nailing requirements (structural beam calculations to be included)
- c. Designate joist direction, size, spacing and series/grade.
- d. Designate location of all load transfer blocking. (i.e., blocking panels, point load blocking and other accessories)
- e. Designate hanger location and specifications, including nailing requirements

2. **Second Floor Structural Framing Plan** *site specific*

- a. Locate all load bearing walls
 - i. Designate non-stacking line loads from above
 1. (structural joist calculations to be included)
- b. Designate beam locations, sizes and nailing requirements (structural beam calculations to be included)
- c. Designate joist direction, size, spacing and series/grade.
- d. Designate location of all load transfer blocking. (i.e., blocking panels, point load blocking and other accessories)
- e. Designate hanger location and specifications, including nailing requirements

3. **Ceiling/Attic Level Structural Framing Plan** *site specific*

- a. Locate all Load Bearing Walls
- b. Ceiling joist size and direction
- c. Designate roof loading
 - i. Concentrated/Point Loads
 - ii. Line Loads
 - iii. Designate additional beam location for transferring of roof loads
 1. Beam sizes and nailing requirements (structural beam calculations to be included)